

## City of Somerset

### Job Description

**Job Title:** City Administrator                      **EEOC Category:** Managers  
**Class No.** 1.1001                                      **FLAS:** Exempt

### Summary of Position

The primary function of the City Administrator is the responsibility for managing the day-to-day activities of the municipal business.

### Organizational Relationships

- ☐ **Reports To:** Mayor / City Council.
- ☐ **Directs:** All Departments
- ☐ **Other:** Works closely with all city department heads, city employees, the City Council, Mayor, law enforcement officers, business leaders inside and outside of the community, various state agencies, contractors, the media, community groups and the general public.

### Examples Of Work

#### Essential Duties\*

All statutory duties of the City Administrator as set out by City Ordinance / State Statutes;

Supervise the preparation of all reports including reports required for state and federal contracts;

Supervise the mailing of all statements and collection of all accounts receivable;

Supervise payment of obligations of the City as approved by the City Council;

Coordinate the annual audit of the Cities financial records with the auditor;

Respond to inquires from the public and other agencies, including relocation and economic development matters;

Supervise preparation of grant applications and monitor projects, as requested by the City Council;

Supervise use and administration of land use code, the City Police, the City Clerk, the City Attorney, the Municipal Court, economic development issues, the Maintenance Department and any additional departments as the City Council Board may develop from time to time;

Attend Planning and Zoning Commission and City Council Board meetings and participate in an advisory capacity and make recommendation as necessary, including preparation and presentation necessary for their duties;

\* For the purpose of compliance with the Americans with Disabilities Act (ADA)  
This job description does not take into account potential reasonable accommodations

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Supervise the financial records and assure that they are kept in an orderly fashion and that the data from the same are available to the City Council Board and other departments as necessary;

Act as purchasing officer and approve purchase orders and report to the City Council Board on all expenditures of the City at the City Council Board meetings;

Administer all contracts in which the City is involved and all grants which the City gives or receives;

Meet with employees as necessary to facilitate their duties in their departments;

Administer personnel policies as established by the City Council Board;

Prepare and present to the City Council Board an annual budget, and administer the budget through the year;

Represent the City when necessary with local and other groups of citizens and professionals;

Plan and supervise City functions and celebrations;

Oversees all aspects of departments;

Is an officer of the City and all it entails statutorily;

Handles all aspects of daily operations in regards to City Government operations;

Manages city purchasing and fixed asset inventory system, ensuring compliance with state purchasing laws and establishing and implementing sound and effective city policies and procedures;

Directs, oversees, and performs personnel management-related functions for the city;

Monitors city operating and capital improvement budgets for any trends problems and/or shortfalls and compliance with council appropriations;

Maintains records for all subdivisions, boundary maps, zoning and contracts; and

Oversees sale of City property.

**Other Important Duties\***

Represents the municipality at public and private meetings/conference, participating and negotiating as authorized in solving public works and community planning problems;

Attends training as needed for the better interest of the City; and

Performs such other related duties as required or assigned by the Mayor.

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**Required Knowledge, Skills, and Abilities**

*Knowledge of:* personnel management practices and procedures; workers compensation, liability, and health insurance programs and procedures; applicable laws, ordinances, regulations, and resolutions related to official city business; functions and activities of all city departments as they pertain to Council actions and record keeping; and laws and guidelines relating to municipalities.

*Skill/Ability to:* establish priorities and independently initiate actions; effectively assist the public; make administrative judgments; maintain accurate records of official city business; prepare records, reports, and correspondence neatly and professionally; operate a variety of modern office machines and word processing equipment; establish and maintain effective working relationships with co-workers and city officials; demonstrate proficiency in both oral and written communication; and maintain records and files with precision and accuracy.

**Acceptable Experience and Training**

High school graduation, or its equivalent, plus at least five years of experience in executive secretarial work, preferably for a city, or in providing broad-based governmental administrative services;

*Or* any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

**Certificates and Licenses Required**

Appropriate Texas driver's license or available alternate means of transportation.  
Certification as a City Secretary is preferred.